



**GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY**

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)  
Montfort Building, 2<sup>nd</sup> Floor, Dhanketi, Shillong-793001

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**MEETING MINUTES**

**PRE-BID MEETING- Dated: 02.03.2020**

The meeting was called to order at 1:00 p.m. at the Office Conference room.

**Attendees Present:**

Shri R. Kynta, COO-Programme, MSRLS  
Shri S.G.R Lanong, FAO, MSRLS  
Smt. E. Thma, PM-IT, MSRLS  
Shri S. Bawri, Lifeline Enterprises  
Shri R. Singhanian, Decora Steelage  
Shri J. Swer, Bison Enterprise  
Shri H. Ramsiej, Shimti Enterprises  
Shri S. Lyngdoh, Shimti Enterprises  
Shri A. Kalra, Indian Export & Import Co.  
Shri R. Kalra, Indian Export & Import Co.  
Shri J. A. J. Mawthoh, John Anaiah Jones Mawthoh Firm  
Shri C.A. Syiem, Carl Allison's Enterprise  
Shri S.T. Marbaniang,

**Agenda:** Queries and Clarification regarding the RFQ for Office Equipment and Furniture

**OVERVIEW:**

The Chief Operating Officer-Programme, MSRLS presided over the meeting and started by requesting all members present to introduce themselves and the Agency/Organisation they represent. He welcome all members present and place the Agenda and RFQ for the information of all the members present, and then, initiated the meeting by placing each category before the members for discussion. The discussion among the members present are as follows:

**Indian Export & Import Co:**

- Laptop Category 1: 8<sup>th</sup> Generation has become obsolete. 8<sup>th</sup> Generation will apply to old stock. 9<sup>th</sup> Generation or higher suggested. 9<sup>th</sup> or 10<sup>th</sup> Generation will guarantee fresh materials.
- Laptop Category 1: Operating System version should be clearly specified whether Windows Professional or Windows Home. Windows Professional recommended for Office use. Windows Home will have a lower quotation rate
- Laptop Category 1: Suggested to exclude Companies that have been blacklisted in the past

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- Laptop Category 1: Include Brands that have Service Centre in Shillong, in order to assure receiving better brands. Brands include: Acer, Lenovo, HP, Dell, Asus
- Laptop Category 1: Weight of the Laptop can be lower
- Laptop Category 1: High end Graphics not required for Office purpose, extra cost
- Desktop: 9<sup>th</sup> Generation is the highest Processor available
- Desktop: High end Graphics not required for Office use
- Desktop: Hard drive capacity can be lowered as per requirements
- Desktop: Inclusion of SSD will result in additional delivery period as it is not readily available
- LaserJet Printer: 25 ppm too high for entry level Printer, additional cost
- UPS: High Input voltage window should be mentioned, if intended for remote locations. Lower voltage will result in the battery being used instead of the power supply
- UPS: Online UPS not recommended, 'Cold start' UPS recommended in order to be able to work even without power supply, 'Surge protection' feature to protect against lightning, Indian sockets specification
- Scanner: Legal scanning and ADF features to be mentioned, ADF up to 50 sheets recommended
- Xerox: Paper size should be clearly specified, along with the cost per page
- Xerox: Duplex suggested as a better value addition than Wi Fi
- Xerox: Gigabit Ethernet not required
- Xerox: Monochrome/colour, speed and the memory requirement to be clearly specified
- Xerox: Suggested adding '100 sheet bypass tray' in order to avoid receiving a Laser printer instead of a Copier
- Projector: ANSI lumens specifications missing, at least 3000-3300 lumens recommended

**Lifeline Enterprises:**

- Laptop Category 1: Suggested to mention 'Branded products', especially for Desktop, in order to assure receiving good standard products instead of Assembled products
- Laptop Category 2: Maximum 15-inch specification will land us with 14-inch Laptop, 14-inch will be slightly costlier
- Laptop Category 2: Graphics can be modified as per the requirement
- Desktop: High end Graphics not required for Office use, unnecessary cost will be added
- Desktop: Current specifications imply more of a Workstation instead of a normal Desktop for daily office usage
- Desktop: Advance CPU Cooling system will incur unnecessary additional cost
- LaserJet Printer: 20 ppm is the standard value
- LaserJet Printer: Technology shifting towards CISS (Continuous Ink Supply System) printer
- UPS: Online UPS for a simple desktop is not required, Line interactive UPS will suffice



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- UPS: Capacity of backup required to be mentioned
- Scanner: Legal scanning instead of A4 adds more cost
- Xerox: A4 requirement places item in 'Multi-function' device category
- Xerox: Print Volume of only 250 copies makes it a very low end Multi-function printer
- Xerox: WiFi should be clearly specified if required
- Projector: Laser-LED Hybrid Technology is not a major technology, suggested specifying either Laser/LED/Hybrid separately

**S.T. Marbaniang:**

- UPS: Suggested usage of Solar UPS
- Queried on the delivery location.

**Bison Enterprise:**

- Xerox: Suggested item name as Photocopier instead of Xerox
- Xerox: Clarified requirement of either Mono or Colour, Mono clarified by COO-P
- Xerox: Clarified on page size requirement
- Questioned on the delivery location, clarified.

**Decora Steelage:**

- Furniture: Should specify either branded or local products
- Furniture: Local can meet specifications, branded may have slight differences, COO-P mentioned local should be equivalent to brand.
- Furniture: Locally manufactured products will have lower cost but low quality.
- Steel Table: detailed specifications required, Office Table can be specified, with detailed specifications
- Almirah: Gauge (thickness) of the Almirah should be mentioned
- Executive Revolving Chair: Detailed specification required
- Furniture: to be assembled at the location, will assure no breakage
- Visitor's Steel chair: detailed specifications required

The COO-Programme thank all the members for their participation, and informed them that their inputs will be taken into consideration. He also informed all the members that the date for submission of proposal will be extended till further notice. The revised RFQ will be floated again, in the local newspaper and website, after examining the inputs received and necessary modifications made. **The Meeting adjourned at 2:20 p.m.**

  
**Shri R Kynta,**  
**COO-Programme**

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*Chief Operating Officer*  
*Meghalaya State Rural Livelihoods Society*  
*Shillong*